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March 31, 51944 ENT OF AGRICULTURE

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## PROCUREMENT MEMORANDUM NO. 9

To:

All Branch and Division Chiefs

From:

Otie M. Reed, Assistant Deputy Director for Supply

Subject:

Purchase Announcements Involving Use of CCC Funds

In accordance with Administrator's Memorandum No. 27, Supplement 4, Amendment 2, all purchase announcements involving the expenditure of CCC funds shall be identified by the following symbol:

"Awd- "

All announcements shall be numbered serially under the above symbol commencing with number "l" and continuing in succession.

For the purpose of visibility in the handling, sorting, and filing, the symbol and serial number shall be imprinted on the announcement in the upper right-hand corner using characters and digits that can be readily recognized.

Until further notice the symbol "Awd-" shall be used only on announcements under the General Commodity Purchase Program.

The Procurement Branch shall maintain the serial number control register. (Announcement numbers may be obtained by calling Mr. Becker, extension 4351).

Pending the completion of transfers of procurement functions and personnel to the Procurement Branch, commodity branches shall continue to draft and clear purchase announcements. After the announcement has received final branch approval and before it is duplicated and distributed, all announcements shall be routed to Mr. Francis J. Becker, Chief, Contract Development Section, Procurement Branch, Room 3323, South Building, Extension 4351.

Assistant Deputy Director

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